OHEZ
379.1222
059DE/ic

Instructions No. 12
19,000—March, 1918.

Ontario Department of Education

INSTRUCTIONS

TO

SCHOOL INSPECTORS

Apportionment of the Legislative Grants among the Public and Separate Schools of the Counties

TORONTO:
Printed and Published by A. T. WILGRESS, Printer to the King's Most Excellent Majesty
1918

Printed by
WILLIAM BRIGGS
Corner Queen and John Streets
TORONTO

Instructions to School Inspectors

APPORTIONMENT OF THE LEGISLATIVE GRANTS AMONG THE PUBLIC AND SEPARATE SCHOOLS OF THE COUNTIES

APPLICATION AND CONTINGENCY OF GRANTS

1. The Legislative grants for the Public and Separate Schools of the Counties are apportioned for the calendar year in accordance with the provisions of *The Department of Education Act* and the following regulations, and the grants so apportioned shall be applied to such school purposes as the boards may deem most expedient. If, however, in any year the amounts voted by the Legislature for the above services are insufficient to pay in full the grants as defined in Nos. 4, 5, 6, 7 and 26 for Urban, 10, 11, 12 and 13 for Rural schools, and 25 for both Urban and Rural schools, of the Regulations herein contained, the Minister may make a *pro rata* reduction.

URBAN SCHOOLS

General Grant

2. The general Legislative grant for Urban Public and Separate Schools is divided by the Department of Education amongst the several cities, towns, and villages, first, according to the population of each as compared with the population of all the other urban municipalities in the Province, and, secondly, between the Public and Separate Schools in each city, town and village according to the average number of pupils who attended such schools respectively during the next preceding calendar year.

Special Grant on Certificates

3. The special Legislative grant for Urban Public and Separate Schools is divided first by the Department of Education between the Urban Public and Separate Schools of the Province on the basis of average attendance, computed as in 2 above, and the sum so apportioned to the Urban Public and Separate Schools respectively in the several cities, towns, and villages is then divided among said schools on the basis of the grade of the teachers' certificates and the length of their successful experience, in accordance with the following Regulations:—

IN CITIES

4. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*) For a Provincial Permanent First Class certificate $16.00
(*b*) For a Provincial Permanent Second Class certificate 8.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*) For a Provincial First Class Permanent or Interim certificate $8.00
(*b*) For a Provincial Second Class Permanent or Interim certificate 4.00

IN TOWNS

5. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*) For a Provincial Permanent First Class certificate $24.00
(*b*) For a Provincial Permanent Second Class certificate 12.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*) For a Provincial First Class Permanent or Interim certificate $12.00
(*b*) For a Provincial Second Class Permanent or Interim certificate 6.00

IN VILLAGES

6. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*) For a Provincial Permanent First Class certificate $32.00
(*b*) For a Provincial Permanent Second Class certificate 20.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*) For a Provincial First Class Permanent or Interim certificate. $20.00
(*b*) For a Provincial Second Class Permanent or Interim certificate 12.50

Full and Partial Payments

7. (1) (*a*) For a teacher employed in a Public or Separate School the full school day for the whole school year, the full grant will be paid as apportioned above.

(*b*) A proportionate amount of the grant will be allowed if the teacher with the certificate has taught in a Public or Separate School the full school day for less than the whole school year but for at least one term,* or has taught the whole school year for less than the whole school day but for at least half a school day. In his report the Inspector shall indicate this by inserting in the proper column the numeral I in the first case and the numeral II in the second. If during the school year the services of a teacher are dispensed with and those of another are substituted therefor, the Inspector shall base the grant proportionately on the periods of service rendered by such teachers respectively in accordance with the grade of certificate, and the length of experience of each, provided that they collectively have taught for at least one term.

(2) (*a*) Teachers employed for their whole time in Continuation schools* shall not be included.

(*b*) The grant for a teacher who is a member of the staffs of both a Continuation school and a Public or Separate school shall be computed as provided in 7 (1) (*b*) above.

*** The term "Continuation School" applies not to the Public or Separate School, but to the division or divisions connected therewith in which Continuation School work is taught.**

Inspectors' Duties

8. (1) The Inspectors shall fill in the schedules supplied by the Department and shall base their returns on the school year.

(2) Where there are more municipalities than one, the Inspector shall report them separately, placing together in each municipality the teachers' certificates of the same grade. He shall also in all cases arrange the grades in the order of the Regulations, 4, 5 and 6.

(3) The Inspectors shall include in their returns only teachers who hold First or Second Class certificates and who are actually employed in the Public or Separate Schools as teachers of the subjects which said certificates qualify them to teach.

(4) The Inspector shall duly certify to the competency of each teacher in the school for which the grant is claimed.

RURAL SCHOOLS

General Grant

9. The general Legislative grant for Rural Public and Separate Schools is divided first by the Department of Education between the Rural Public and Separate Schools of the Province on the basis of average attendance.

* *For definition of "term" see Sec.* 7, (1) ***Public Schools Act.***

according to the average number of pupils who attended such schools respectively during the next preceding calendar year. The sum so apportioned to the rural Public and Separate Schools respectively is then apportioned amongst said schools as fixed grants, and on the bases of salaries, certificates, and equipment and accommodations in accordance with the following Regulations, subject to the provision that the equalized assessed value of each school section is to be used as the basis for computing the Legislative grants which each school is entitled to receive in respect of fixed grants and on salaries, and that for such computation—

(1) The lands of the supporters of each Separate School shall be counted as a section;

(2) A union section shall be counted as belonging to the township in which the school building is situated (See *Public Schools Act,* sections 26 and 29 (7) ;

(3) When there are two or more schools in a section, the full section assessment shall be used as the basis in apportioning the grants to each school.

I. FIXED GRANTS

10. Where the section assessment is less than $30,000.00, the fixed grant to each school shall be $30.00; where it is at least $30,000.00 and less than $40,000.00, the fixed grant shall be $25.00; and where it is at least $40,000.00 and less than $50,000.00, it shall be $20.00. Where it is $50,000.00 or more there shall be no fixed grant.

II. GRANTS ON SALARIES

11. Each school shall receive the following percentage on the amounts paid in teachers' salaries each school year up to a maximum of $600.00 salary, in the case of each teacher, the computation beginning as follows:—

(1) Forty per cent. on the excess salary over $100.00 in the cases of both the principal and the assistant teachers where the section assessment is less than $30,000.00.

(2) Thirty-five per cent. on the excess salary over $150.00 in the cases of both the principal and the assistant teachers where the section assessment is at least $30,000.00, but less than $40,000.00.

(3) Thirty per cent. on the excess salary over $200.00 for a principal and $150.00 for each assistant where the section assessment is at least $40,000.00, but less than $60,000.00.

(4) Twenty-five per cent. on the excess salary over $350.00 for a principal and $250.00 for each assistant where the section assessment is at least $60,000.00, but less than $100,000.00.

(5) Twenty per cent. on the excess salary over $400.00 for a principal and $300.00 for each assistant on all other assessments.

III. GRANTS ON CERTIFICATES

12. The following grants shall be paid on the basis of the grade of the teacher's professional certificate and the length of his successful experience, the competency of each such teacher being duly attested by the Inspector of the school for which such grant is claimed.

(1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July the first next—

(*a*) For a Provincial Permanent First Class certificate	$40.00
(*b*) For a Provincial Permanent Second Class certificate	$25.00

(2) If said experience shall have been less than five years on the same date—

(*a*) For a Provincial Permanent First Class certificate	$30.00
(*b*) For a Provincial Permanent Second Class certificate	15.00

Full and Partial Payments

13.—(1) The total yearly apportionment to each school which has been open the whole school year (*not including Continuation schools*) shall be the sum of the grants to which it is entitled under the regulations.

(2) (*a*) The total yearly apportionment to each school which has been in operation for less than the whole school year, but at least one term, shall be a proportionate amount of the grants provided for in I and II above.

(*b*) A school board which employs a teacher or teachers who possess certificates recognized in III above for at least one term will be paid one-half of the grant and a proportionate increase will be allowed for the additional time such teachers have served during the whole year. If during the school year the services of a teacher are dispensed with and those of another are substituted therefor, the Inspector shall base the grant proportionately on the periods of service rendered by such teachers respectively in accordance with the grade of certificate, and the length of experience of each, provided that they collectively have taught for at least one term.

(3) Where the teacher performs all the duties of caretaker, the Inspector in computing the grant on his salary shall deduct from the amount paid him for his services as teacher and caretaker a sum not exceeding $25.00 in any one case, and where he performs part of the duties a proportionate amount of $25.00.

IV. GRANTS ON EQUIPMENT AND ACCOMMODATIONS

14.—(1) Out of the annual general grant, for Rural Public and Separate Schools, the sum of $60,000 is apportioned for distribution by the Inspectors on the value of the equipment and character of the accommodations, subject to the provisions that the quotient obtained by dividing the grant by the total number of teachers in the Rural Public and Separate Schools, not including the teachers of Continuation Schools, multiplied by the number of teachers in each inspectorate, shall give the Legislative grant payable for each inspectorate, and that for this computation each principal shall be reckoned as a unit and each assistant as a half if the school has been open for the whole school year; each principal being reckoned as a half and each assistant as a quarter if the school or the assistant's class, as the case may be, has been open for less than a year but for at least one term.

(2) To the legislative grant so apportioned for each inspectorate shall be added the grant made by the county council for the same purpose under section 92 (1) of *The Public Schools Act,* and these grants shall be distributed by the Inspector in accordance with the following regulations:—

15. Out of the combined legislative and county grants, each school board shall be paid 10 per cent. of the value of the approved equipment prescribed under regulation 3 of the Public and Separate School regulations, up to a maximum grant of $20.00 for each principal and of $2.50 additional for each assistant. The special equipment for Continuation Schools and Fifth Forms on which a Legislative Grant is given shall not be included.

16. Out of the combined legislative and county grants each school board shall receive a grant on the character of its accommodations in accordance with the provisions of regulation 2 of the Public and Separate School regulations and of the following scheme:—

Grade.	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls	.....	.....	.....	.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

17. When a union school section is composed of portions of townships in different counties, the grant to its school from each county shall, as far as practicable, be that fraction of the legislative grant payable to said school which the assessed value of the portion of the section within the county is of the whole assessed value of the section, according to the equalization made by the assessors, as provided in section 29 of *The Public Schools Act.*

18. When the combined legislative and county grants are insufficient to provide for each school the sums required under the regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

19. When the Inspector has rural schools in different counties he shall make a separate return for each county.

ASSISTED SCHOOLS

20. The legislative grant for Assisted Schools in the counties is apportioned amongst the following two classes: (1) Public and Separate schools in poor rural districts, and (2) the schools of the residents of lumber, mining, and other settlements.

I. Grants for Maintenance

POOR RURAL DISTRICTS

21. Where, in the case of the poor rural districts, a school section has been formed and a Board of Trustees elected as provided by the Act, the Minister may make special grants in accordance with the following conditions:

(1) A building and other suitable accommodation shall have been provided by the Board, the school shall have been open under a teacher with a legal certificate for at least one term, and the yearly report in the prescribed form shall have been sent to the Inspector at the time specified, and certified by him to the Minister as satisfactory.

(2) (*a*) The assessment is such as to make it impracticable for the Board to raise an amount sufficient to pay the cost of maintaining the school in accordance with the regulations.

(*b*) The Inspector's report shall also contain a statement, with reasons, as to whether, in his judgment, the assessed value of the section is a reasonable one.

(3) In the case of each school, the Inspector, having regard to the above regulations, shall make a report in the prescribed form setting forth in detail the necessities of the school, the grounds upon which he bases his recommendation, and the purposes for which the assisted school grant is to be expended.

LUMBER, MINING, AND OTHER SETTLEMENTS

22. In the case of the lumber, mining, and other settlements, the Minister may make special grants on the report of the Inspector, who shall set forth in full detail on a form to be obtained from the Department, the necessities of each settlement, the grounds upon which he bases his recommendations, and the purposes for which the assisted grant is to be expended.

II. Grants for Building Purposes

23.—(1) In the case of both poor rural districts and the lumbering, mining, and other settlements, the Minister may make special grants for the erection of a new school building or the remodelling of one already erected, on proof by the Inspector, satisfactory to the Minister, that said districts and settlements are unable to bear the whole cost of the work.

(2) The grant for building purposes shall be paid on the certificate of the Inspector, in instalments as the work progresses, or in one sum on the completion of the work, as the Minister may determine.

SPECIAL GRANTS TO PUBLIC AND SEPARATE SCHOOLS

24. The Regulations providing for the special Legislative grants for Fifth Forms, Art, Vocal Music, Manual Training, Household Science, Physical Culture, and Agriculture and Horticulture are given in Nos. 1 to 19 on pages 76 to 87 of the Public and Separate School Regulations. The apportionment of other special Legislative grants to Public and Separate Schools is provided for below.

Kindergartens

25. Special grants to Kindergarten and Kindergarten-Primary Classes are distributed on the basis of the teachers' certificates in accordance with the following Regulations:

(1) If the teacher teaches each day throughout the school year half a day in a Kindergarten or Kindergarten-Primary class, the grant for her certificate shall be that apportioned below; and—

(2) If the teacher teaches also the other half day in a Kindergarten or Kindergarten-Primary Class, the grant for her certificate shall be twice that apportioned below.

IN CITIES WITH A POPULATION OF 150,000 OR OVER

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$10.00
Interim Kindergarten-Primary Certificate	8.00
Assistant Kindergarten Certificate	6.00

IN OTHER CITIES

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$15.00
Interim Kindergarten-Primary Certificate	12.00
Assistant Kindergarten Certificate	9.00

IN TOWNS

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$20.00
Interim Kindergarten-Primary Certificate	16.00
Assistant Kindergarten Certificate	12.00

IN VILLAGES AND RURAL SCHOOL SECTIONS

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$30.00
Interim Kindergarten-Primary Certificate	24.00
Assistant Kindergarten Certificate	18.00

URBAN NIGHT SCHOOLS

26. Urban Night Schools that have complied with the provisions of No. 11 of the Public and Separate School Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

In cities with populations of 150,000 and over, one-sixth; in other cities, one-third; in towns, one-half; and in villages, two-thirds.

RURAL SCHOOL LIBRARIES

27.—(1) The special grant in aid of Rural School Libraries will be apportioned amongst the Rural Public and Separate Schools respectively of the whole Province, not including Continuation Schools or Fifth Classes, as an additional percentage, on the value of all library books purchased before October 1st in each year, provided no school receives more than $10.00, and provided no purchase is less than $10.00. The books shall also have been approved by the Inspector as especially suitable for the pupils' use.

(2) All applications for this grant shall be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require in regard to the purchase of the books, including vouchers from the book-sellers.

(3) The Inspector shall make application to the Department not later than the first day of November, on a form to be provided, which must be forwarded to the Department.

TIMES OF PAYMENT OF LEGISLATIVE GRANTS

28.—(1) The general and special Legislative Grants for Urban Public and Separate Schools are payable by the Department on or before the first day of August in each year to the respective Public and Separate School Boards on the warrants of the Inspectors concerned.

(2) The general Legislative Grant for Rural Public and Separate Schools is payable by the Department on or before the first day of August in each year to the Treasurer of the County and through him, except when he is sub-Treasurer also, to the Township Treasurer for payment by them to the Boards of Rural Public and Separate School Trustees upon the warrants of the Inspectors concerned.

(3) (*a*) The Legislative Grant to the counties concerned on the value of the equipment and the character of the accommodations is payable by the Department on or before August 1st to the County Treasurer, and with the equivalent County grant, shall be payable to the School Boards as the Inspector may arrange, but *not later than December 1st.* If said grants are payable to the Township Treasurer, the Inspector shall notify the County Treasurer of the amount due the Township Treasurer, on this account.

(*b*) In order that the County Council may be duly notified before its June meeting of the amount it must raise as the equivalent of the Legislative Grant on the equipment and accommodations, each Inspector shall notify the Minister *not later than May 8th* of the number of teachers in his Inspectorate reckoned in accordance with the regulations.

DIRECTIONS TO INSPECTORS

29. On receipt of this circular, the Public and Separate School Inspectors shall procure from the school boards and county and township clerks the data necessary to fill in the official returns on which the apportionment of the grants will be made by the Department, the forms for which will be sent to each Inspector. All such data as above shall be certified by the official concerned. The Inspector shall see that they are properly made out and shall retain them for at least one year as the authority for his official report. As the Legislative Grants for the calendar year apportioned above are payable by the Minister on or before the 1st day of August it will be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so that he may make his report to the Department *not later than June 22nd.*